

## Temporary Town Manager (TTM) Priorities February 1-July 1, 2016: First Look

### 1. Support the Select Board

- Prepare for Select Board meetings with Chair & Vice Chair & Town Manager-Select Board staff: help develop agendas, support materials, follow-up
- Attend regular Select Board meetings, providing updates & guidance as requested
- Respond to resident concerns in coordination with Select Board & Town Manager-Select Board staff
  - Who responds to which group emails, types of concerns, etc.
  - Respond to resident concerns by phone and email, and/or meeting, within an agreed upon timeframe
- Make Town Manager appointments to boards-committees-commissions in consultation with Select Board, even if Select Board approval not required by ATGA
- Assist with the process to recruit & hire a new Town Manager

### 2. Preparation for Annual Town Meeting May 2, 2016

- FY17 budget refinement in consultation with the senior finance staff, Assistant Town Manager, Select Board, Finance Committee (FC), Joint Capital Planning Committee (JCPC), & Budget Coordinating Group (BCG)
- Assist the JCPC, FC, & Select Board to review & develop plans for large capital projects (e.g, new fire station, DPW facility, Jones Library renovations, Wildwood & Fort River elementary school renovations) & to develop a strategy to finance these projects & present them to the public & Town Meeting
- Work with Department Heads on other non-finance warrant articles, e.g., zoning
- Support internal Warrant Review & Motion Review meetings (not LWV/TMCC Warrant Review or TMCC Precinct Meetings, those can be covered by elected officials & staff)
- Attend all Town Meeting sessions, sit with Select Board, be prepared to answer questions

### 3. Special Projects

- All Collective Bargaining contracts expire June 30, 2016
  - Work with Human Resources, Department Heads, Labor Counsel, Bargaining Unit Presidents, etc. on negotiation of the expiring union contracts
  - Keep the Select Board apprised of strategy via Executive Session
- Emergencies, road conditions, seasonal homeless shelter capacity, & special events (including March “non-event”): work closely with APD, AFD, DPW, Assistant Town Manager
- Work with the Facilities Director & LSSE Director to plan & facilitate LSSE Department move from Bangs to the Regional Middle School
- John P. Musante Health Center at Bangs
- Solar at new & old landfills to meet December 31, 2016 deadlines

4. Supervise Department Heads & Directors

- Meet weekly with Fire Chief, Police Chief, DPW Director, Economic Development Director, Assistant Town Manager, & Community Services Director to discuss department operations & projects, & with other department directors as necessary
- Provide additional supervision for new Economic Development Director

5. Miscellaneous Tasks, including others listed in TTM Contract:

- Perform as the Chief Procurement Officer
- Sign the weekly Payroll warrant & accounts payable warrant
- CDBG application
- Work closely with the Select Board on any hiring of senior staff
- Work closely with the Human Resources Director & Town Counsel regarding personnel matters
- Maintain close working relationship with Superintendent of Schools & Library Director
- School projects: MSBA grant Wildwood/Fort River, 7-8 Middle School consolidation into 9-12 High School, preK-12 Regionalization with 7-12 Towns
- Library renovation grant
- CPA projects
- DPW projects